

21st Century Community Learning Centers (CCLC) Programs
Out-of-School Time Leadership Management System (OSTLMS) Data Entry
Timeline 2011-2012

Below is a timeline for completing tasks in the Creating Change (CCI) database for the 2011-2012 Program Year:

Due by November 10, 2011:

- Enter **Typical Operations** for the 2011-2012 School Year
- Enter **New Students** into CCI
- Update existing **Student Information** pages w/ current:
 - Lunch Type
 - Special Needs Status
 - Limited English Proficiency Status
 - School Name **NOTE:** Update School Name to reflect actual school the student is attending (Elementary, Middle School, High School)
- **Add Courses/Enter Students/Take Attendance:**
 - **Create Generic Courses such as:**
 - Arts and Crafts
 - Enrichment Courses
 - Family/Parental Courses
 - Physical Activities
 - Snack (Some may choose to enter all students in to this course and use it for the Snack reimbursement count)
 - **Enter Students in to Courses:**
 - Under Navigation, click on **Course Student**
 - Enter **Center**
 - Enter **"Multi-Grade"** for Grade
 - Click on **Search**
 - On left, all courses will appear
 - On right all students enrolled in your center will appear
 - Click in text box for course/courses you want to enter students in to
 - Click in text box for Students you want to enter in to the course/courses
 - **Only enter students who attend at least one day since the beginning of the course's/or program's start date**
 - Scroll to bottom of page, and click on **Update**
 - **Update Attendance through November 7th, 2011:**
 - Enter attendance using one of the following methods:
 - Class Attendance for All
 - Daily Attendance
 - Attendance for Center
 - Monthly Attendance

Due by November 22, 2011:

- **Attendance:**
 - All attendance should be up to date, **including summer attendance.**
 - Daily or Weekly preferred to avoid getting behind for reporting
- **Add/Update All Current Year School Day Teacher Information**
 - On Menu Bar, under **Navigation**, click on **School Day Teacher**
 - To **Add**, at the top of the page, enter all information next to the red asterisks.
 - **School Name:**
 - If teacher teaches in multiple schools, hold down control-key, on keyboard, and choose all applicable **School Names**
 - **Grade Assign**
 - If multiple grades are taught, hold control-key down on keyboard and click on each grade
 - Click **Edit** (In right-hand column, under Action) to update teacher Information if necessary:
 - **Teacher Name**
 - **Teacher Email**
 - Must be the accurate for the current year
 - **School System/School Name**
 - If teacher teaches in multiple schools, hold down control-key, on keyboard, and choose all applicable school Names
 - **Grade Assign**
 - If multiple grades are taught, hold control-key down on keyboard and click on each grade
 - Click **Update**
 - Repeat for each School Day Teacher as necessary

By November 22, 2011:

- **Associate School Day Teachers to Students** (TENTATIVE: WATCH FOR EMAIL SHOWING WHEN THIS MODILE IS READY)
 - Under **Navigation**, click on **Associate Day Teacher**
 - Enter:
 - **Site**
 - **Center**
 - **Grade**
 - Click **Search**
 - Under **School Day Teacher List**:
 - obtain Teachers' class lists from School Office
 - Click on text box in front of Teacher's Name
 - Under **Student List**:
 - obtain Teachers' class lists from School Office
 - Click on Students' Names who are enrolled in that teachers' class during the school day
 - Click **Update**
 - Repeat for each teacher/grade

PLEASE ENTER ATTENDANCE IN TO THE OSTLMS SYSTEM ON EITHER A DAILY OR WEEKLY BASIS THROUGHOUT THE ENTIRE PROGRAM YEAR. THIS WILL GIVE YOU THE MOST ACCURATE INFORMATION IN REPORTS, AND OVERALL WILL TAKE LESS TIME TO ENTER.

December 2011

- Timeline/instructions for the Mid-Year Report will be sent out.
 - **Mid-Year Report Deadline: Wednesday, February 1, 2012**

March 2012:

- 2011-2012 Year-End Reporting Instructions/timeline will be sent out.

April/May 2012:

- Teacher Survey Launched
- Begin Social Data Collection

May 2010:

- Teacher Surveys and Social Data Collection Completed

By June 29, 2012:

- Complete Year-end Reporting
- **FINAL YEAR-END REPORT DUE IN OPI OFFICE BY 5:00PM**